



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, DC 20380-0001

MCO 5216.9T
AR
26 Jun 89

MARINE CORPS ORDER 5216.9T

From: Commandant of the Marine Corps
To: Distribution List

Subj: HQMC ORGANIZATION AND ORGANIZATION CODES

Ref: (a) MCO P5110.4
(b) SECNAVINST 5216.5C
(c) NTP 3, Navy Telecommunications Users Manual
(d) MCO P5600.31F

Encl: (1) HQMC Organizational Directory
(2) HQMC Organization Chart
(3) Alphabetical Code Cross-Reference Listing

1. Purpose. To publish current information on the HQMC organization, and direct use of HQMC organization codes on communications from and to the Marine Corps.

2. Cancellation. MCO 5216.9S.

3. Action

a. Place HQMC organization codes on mail (correspondence and envelopes) from and to the Commandant of the Marine Corps. These codes identify the HQMC originator (in the upper right hand corner of correspondence) and the intended HQMC recipient (parenthetically after Commandant of the Marine Corps in the "To" line and envelope address).

b. Organization codes and symbols, when known, are required for each addressee (except commercial addressees) on all naval messages originated by the Marine Corps. Place organization codes and symbols in the "From," "To," and/or "Info" lines on messages immediately following the Plain Language Address (PLA). Use the organization codes listed in enclosure (1) when addressing messages to the Commandant of the Marine Corps.

c. Consolidate outgoing correspondence per paragraph 4001 of reference (a). Place the phrase "CONTAINS CONSOLIDATED CORRESPONDENCE" on the lower left quadrant of the outside envelope when mailing the consolidated correspondence to the Commandant of the Marine Corps. Properly address each piece

of mail inside the envelope; a proper address includes the correct HQMC organization code in parentheses. Follow the example below:

Commandant of the Marine Corps (*)
Headquarters, U.S. Marine Corps
Washington, DC 20380-0001 or **Quantico, VA 22134-0001

*Enter the HQMC organization code here; e.g., AR, MMEA, MPC, etc.

**For organizations located at Quantico, VA. (See enclosure (1))

d. Refer to references (b) and (c) for amplifying guidance on correspondence and message preparation.

4. Information

a. Enclosure (1) is a detailed breakdown of HQMC organizations and their codes. Enclosure (2) depicts the major staff agencies of HQMC (departments and separate divisions). Enclosure (3) is a cross-reference listing of codes that have changed as a result of reorganizations at HQMC.

b. The Headquarters Mail and Files Section routes correspondence by the organization code listed in the address. If a code is not in the address, the envelope must be opened and the correspondence reviewed to determine its proper routing; this delays mail delivery. (HQMC receives and routes about 3,100 pieces of mail each day.)

c. The Arlington Annex Communications Center uses a computer to route messages addressed to CMC Washington, DC.

(1) If you are sending a message to CMC and know who should receive it for action and/or information, place the HQMC organization code immediately following the PLA in the "To" or "Info" line. The HQMC organization code will be offset from the PLA by the double slant sign (/), with a single slant sign (/) separating each organization code when more than one is used. The first organization code designates the action office. Following is an example of a "To" line in a message:

CMC WASHINGTON DC//MMPR/MMOA/AR//

In this example, the message would go to MMPR for action and MMOA and AR for information.

(2) If an organization code is not included in a message to HQMC, the computer will route the message based on the subject, reference, or content. If a message has an incorrect organization code, the recipient must prepare an action change to reassign the message to the appropriate HQMC organization, causing delays in action being taken.

(3) Messages prepared by HQMC will contain organization codes in the "From" line of the message telling the recipient who at HQMC originated the message and who received information copies. A sample "From" line is:

CMC WASHINGTON DC//MMOA/MMPR/AR//

In this example, MMOA originated the message and MMPR and AR received information copies.

d. The Communications Center Branch, MCCDC, Quantico, VA, provides message service to the Morale, Welfare and Recreation Support Activity (CMC (MW)). When sending messages to CMC (MW), the PLA to use in the "To" or "Info" line of the message is "MCPMDSA QUANTICO VA//MW//."

e. The Washington Navy Yard, Washington, DC, provides message service to the Marine Corps History and Museums Division (CMC (HD)). When sending messages to CMC (HD), the PLA to use in the "To" or "Info" line of the message is "MARCORHISTCEN WASHINGTON DC//HD//."


f. Existing Marine Corps directives and forms will not be revised solely to modify or change the originator's organization code. Such changes will be made when it is necessary to revise the directive or form for other reasons. At their own discretion, commands are authorized to make pen corrections to enclosures (1) and (3).

g. The Department of Defense Telephone Directory is the only authorized telephone directory for DoD components in the Washington metropolitan area. Major commands (divisions, wings, bases, stations, and district headquarters) having a recurring need to communicate with HQMC activities, may order the directory from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402, per paragraph 2603 of reference (d).

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5. Reserve Applicability. This Order is applicable to the
Marine Corps Reserve.

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LEO J. KELLY
By direction

DISTRIBUTION: A plus 7000
8145004, 005 (2)

Copy to: 8145001 (1)

HQMC ORGANIZATIONAL DIRECTORY

<u>Staff Office</u>	<u>Code</u>
<u>Commandant of the Marine Corps</u> Military Secretary to the Commandant	CMC
<u>Assistant Commandant of the Marine Corps and Chief of Staff</u> Secretary of the General Staff Director, Special Projects Directorate	ACMC/CS SGS SPD
<u>Deputy Chief of Staff for Aviation</u> Administrative Branch Director, Aviation Plans, Policy and Requirements Division Aviation Command and Control Systems Branch Aviation Plans, Programs, Doctrine, Joint Matters and Budget Branch Aviation Weapons Systems Requirements Branch	A AAB AP APC APP APW
<u>Director, Aviation Systems and Support Division</u> Aviation Safety and Analysis Branch Aviation Logistics Support Branch Aviation Manpower and Support Branch	AS ASA ASL ASM
<u>Director of Administration and Resource Management</u> Deputy Director Administrative Officer Manpower Analyst Fiscal Office Deputy EEO Officer Training and Audiovisual Support Center Graphic Arts Section Photographic Section Audio Support Section Audiovisual Services Section Arlington Annex Communications Center Systems Operations Section Systems Management Section Quality Control Section Marine Corps Consolidated Civilian Personnel Office, Washington, DC Personnel Systems Manager (NCPDS) Classification and Employment Section Employee Relations/Training Section Records and Reports Section	AR AR AR-1 AR-2 AR-3 AR-4 ARA ARAA ARAB ARAC ARAD ARB ARBA ARBB ARBC ARC ARC-1 ARCA ARCB ARCC

ENCLOSURE (1)

<u>Staff Office</u>	<u>Code</u>
Program Management and Review Branch	ARD
Management Services Section	ARDA
Administrative Programs Section	ARDB
Program Management Section	ARDC
Publications and Printing Management Branch	ARE
Printing Section	AREA
Publications Section	AREB
Directives Control Section	AREC
Headquarters Administrative Resources Branch	ARF
Headquarters Mail and Files Section	ARFA
Headquarters Classified Material Control Section	ARFB
Military Personnel Section	ARFC
Security Section	ARFD
Headquarters Supply and Services Branch	ARG
Accounting Section	ARGA
Procurement Section	ARGB
Property Control and Supply Section	ARGC
Services Section	ARGD
AUTOSEVOCOM Systems Support Branch	ARH
Headquarters Information Systems Management Branch	ARI
OA/LAN Support Section	ARIA
Information Systems Training Section	ARIB
<u>Command, Control, Communications and Computer, Intelligence and Interoperability (C4I2) Department</u>	C4I2
Administrative Branch	C4I2A
Intelligence Division	INT
Counterintelligence and Human Intelligence Branch	INTC
Intelligence Plans and Estimates Branch	INTE
Manpower and Training Branch	INTM
Special Activities Support Office	INTN
Signals Intelligence/Electronic Warfare and C3 Countermeasure Branch	INTS
Operational Intelligence Branch (TENCAP)	INTX
Special Security Office/Special Intelligence Communications Center	INTZ
Command, Control, Communications and Computer Division	CC
Information Resources Management Branch	CCI
Information Resources Management Programs and Review Section	CCIP
Information Resources Management Acquisition and Management Section	CCIR

ENCLOSURE (1)

<u>Staff Office</u>	<u>Code</u>
Telecommunications Branch	CCT
Telecommunication Operations Section	CCT-61
Network Operations Section	CCT-62
Communication Security Section	CCT-63
Data Service Support Branch	CCDH
Command and Control Interoperability Division	C2I
Resource Programming/Budgeting Branch	C2IB
Mission Critical Computer Resources Branch	C2IC
Operations Branch	C2IO
Systems Planning Branch	C2IP
<u>Counsel for the Commandant</u>	CL
Deputy Counsel for the Commandant	CL
Associate Counsel for the Commandant	CL
<u>The Dental Officer, U.S. Marine Corps</u>	DEN
<u>Fiscal Director of the Marine Corps</u>	FD
Budget Branch	FDB
Plans and Review Section	FDB-118
Military Personnel Section	FDB-10
Budget Operations Section	FDB-166
Investment and Analysis Section	FDB-185
Accounting and Finance Branch	FDF
Accounting Section	FDF-1
Finance Section	FDF-4
Financial Information Systems Branch (Quantico)	FDI
Plans and Requirements Analysis Section	FDI
Systems Development Section	FDI
Financial Systems Section	FDI
Audit and Review Branch	FDR
Audit Coordination and Follow-Up Section	FDR-20
Internal Review Section	FDR-30
Marine Corps Nonappropriated Fund Audits Section	FDR-50
<u>Director of Marine Corps History and Museums</u>	HD
Historical Branch	HDH
Histories Section	HDH-1
Reference Section	HDH-2
Oral History Section	HDH-3
Archives Section	HDH-4

ENCLOSURE (1)

<u>Staff Office</u>	<u>Code</u>
Museums Branch	HDM
Museums Branch Activities, Washington	HDM-1
Exhibits Unit	HDM-11
Registrar Unit	HDM-12
Art Unit	HDM-13
Personal Papers Unit	HDM-14
Special Projects Unit	HDM-15
Museums Branch Activities, Quantico	HDM-2
Material History Unit	HDM-21
Restoration Unit	HDM-22
Exhibits Unit	HDM-23
Security Unit	HDM-24
Support Branch	HDS
Administrative Section	HDS-1
Security Section	HDS-2
Publications Production Section	HDS-3
Library Section	HDS-4
<u>Inspector General of the Marine Corps</u>	IGMC
Administrative Branch	IGA
Inspection Branch	IGI
Inspection Team A	IGIA
Inspection Team B	IGIB
Inspection Team C	IGIC
<u>Staff Judge Advocate to the Commandant/Director,</u> <u>Judge Advocate Division</u>	JA
Deputy Staff Judge Advocate/Deputy Director	JA
Legal Services Office	JA-1
Administrative Office	JA-2
Defense Counsel of the Marine Corps	JAC
Legal Assistance Branch	JAL
Military Law Branch	JAM
Operational Law Branch	JAO
Research and Policy Branch	JAR
Judge Advocate Support Branch	JAS
<u>Deputy Chief of Staff for Installations and</u> <u>Logistics</u>	L
Administrative Office of the Deputy Chief of Staff	L-1
Classified Material Control Section	L-1A
Special Correspondence and Directives Section	L-1B
Administrative/Special Projects Section	L-1C
Small and Disadvantaged Business Utilization Office	L-2

ENCLOSURE (1)

<u>Staff Office</u>	<u>Code</u>
Director, Contracts Division	LB
Purchases Branch	LBC
Field Contracting Support Branch	LBO
Plans and Programs Branch	LBP
Director, Programs and Financial Management Division	LC
Operation and Maintenance Marine Corps (O&MMC) Budget Branch	LCO
Department of the Navy (DON) Stock Fund (Marine Corps Division) Budget Branch	LCS
Programs and Analysis Branch	LCP
Director, Facilities and Services Division	LF
Facilities Branch	LFF
Special Programs Section	LFF-1
RPMA Budget/Projects Section	LFF-2
Housing Management Section	LFF-3
RPMA Management/Policy Section	LFF-4
Land Use and Military Construction Branch	LFL
Natural Resources Management Section	LFL-1
Facilities Planning Section	LFL-2
Real Estate Section	LFL-3
Facilities Programming Section	LFL-5
Reserve Facility Support Office	LFL-6
Environmental Management Section	LFL-7
Services Branch	LFS
Commissary Section	LFS-1
Garrison Mobile Equipment Section	LFS-2
Garrison Property Office	LFS-3
Food Service and Subsistence Section	LFS-4
Traffic Management Branch	LFT
Freight Section	LFT-1
Passenger Section	LFT-2
Personal Property Section	LFT-4
Programs and Budget Section	LFT-5
Director, Logistics Plans, Policies, and Strategic Mobility Division	LP
Logistics Manpower Branch	LPM
Manpower Section	LPM-1
Logistics Manpower Policy Section	LPM-2
Analysis/Study Section	LPM-3

ENCLOSURE (1)

<u>Staff Office</u>	<u>Code</u>
Logistics Plans and Operations Branch	LPO
Logistics Plans and Operations Section	LPO-1
Maritime and Geographic Prepositioning Section	LPO-2
Strategic Mobility and Transportation Section	LPO-3
Security Assistance Section	LPO-5
Logistics Policy, Requirements and Readiness Branch	LPP
Readiness and Performance Appraisal Section	LPP-1
Material Policy Section	LPP-2
Maintenance Policy Section	LPP-3
Logistics Management Information System Section	LPP-4
Systems Branch	LPS
Information Resources Management Section	LPS-1
Analysis Section	LPS-2
Technical Development Section	LPS-3
Logistics Automated Information System Section	LPS-4
<u>Deputy Chief of Staff for Manpower and Reserve Affairs</u>	M&RA
Assistant Deputy Chief of Staff for Manpower and Reserve Affairs, Reserve Affairs	M&RA, RA
Assistant Deputy Chief of Staff for Manpower and Reserve Affairs	M&RA
Manpower Analysis Evaluation and Coordination Branch	MA
Special Correspondence Branch	MC
Administrative Section	MCA
Writing Section	MCB
Clerical Section	MCC
Director, Human Resources Division	MH
Deputy Director	MH-1
Administrative Section	MH-2
Corrections Branch (Quantico)	MHC
Administrative Section	MHC-1
Corrections Section	MHC-2
Absentee and Deserter Section	MH-3
Equal Opportunity Branch (Quantico)	MHE
Education Programs Section	MHEP
Education Programs Coordinator	MHEP-1
Education Programs Specialists	MHEP-2
Family Programs Branch (Quantico)	MHF
Drug, Alcohol and Health Affairs Branch (Quantico)	MHH
Military Awards Branch	MHM
HQMC Awards Board	MHM-1
Administrative Section	MHM-1
Decorations Section	MHM-2
Medals Section	MHM-3

ENCLOSURE (1)

<u>Staff Office</u>	<u>Code</u>
Personal Affairs Branch	MHP
Administrative Section	MHP-1
Casualty Section	MHP-10]
Dependency Determination Section	MHP-20
Personnel Claims Section	MHP-40
Postal Affairs Section	MHP-50
Safety Branch (Quantico)	MHS
Director, Manpower Management Information Systems Division	MI
Administrative Unit	MI-2
Freedom of Information and Privacy Acts Sections	MI-3
Manpower Information Systems Field Support Branch	MIF
Manpower Systems Development and Integration Branch	MIS
Manpower Information Systems Support Activity, KSC	MID
Director, Personnel Management Division	MM
Administrative Support Section	MM-1
General Officer Matters	MM-2
Performance Evaluation Review Board/Reenlistment Codes	MM-5
Enlisted Assignment Branch	MMEA
Administrative Section	MMEA
Distribution Section	MMEA-1
Systems Support Section	MMEA-5
Enlisted Retention Section	MMEA-6
Enlisted Monitor Section	MMEA-8
Officer Assignment Branch	MMOA
Ground Officer Assignment Section	MMOA-1
Aviation Officer Assignment Section	MMOA-2
Plans, Programs, and Support Section	MMOA-3
Counseling and Evaluation Section	MMOA-4
Operations and Support Branch	MMOS
Administrative Section	MMOS
Plans and Analysis Section	MMOS-1
Systems Integration Section	MMOS-3
Passport Section	MMOS-5
Performance Evaluation Branch (Quantico)	MMPE
Policy and Research Section	MMPE-1
Fitness Report Processing Section	MMPE-2
Fitness Report Accountability Section	MMPE-3
System Support Section	MMPE-4
Reserve Matters Section (WASHDC)	MMPE-5
Promotion Branch	MMPR
Officer Section	MMPR-1
Enlisted Section	MMPR-2

ENCLOSURE (1)

<u>Staff Office</u>	<u>Code</u>
Reserve Assignment Branch	MMRA
Reserve Officer Assignment Section	MMRA-1
Reserve Enlisted Assignment Section	MMRA-2
Records Branch (Quantico)	MMRB
Records Service Section	MMRB-10
Records Management Section	MMRB-20
Records Liaison Section (NPRC St. Louis)	MMRB-30
Separation and Retirement Branch	MMSR
Administrative Section	MMSR-1
Retirement Section	MMSR-2
Separation Section	MMSR-3
Disability Section	MMSR-4
Inactive Reserve Section	MMSR-5
Retired Affairs Section	MMSR-6
Reserve Operations and Readiness Branch	MO
Director, Manpower Plans and Policy Division	MP
Administrative Section	MP-10
Joint Matters Section	MP-20
Manpower Control Branch	MPC
Administrative Section	MPC-10
Allocations Section	MPC-20
Civilian Personnel Programs Section	MPC-30
Standards and Utilization Section	MPC-40
T/O Validation Section	MPC-50
Field Military Music Section	MPC-60
Data Services Section	MPC-80
Manpower Policy, Planning, Programming, and Budgeting Branch	MPP
Administrative Section	MPP-10
Enlisted Plans Section	MPP-20
Officer Plans Section	MPP-30
Plans, Programs, and Budget Section	MPP-40
Policy Section	MPP-50
Productivity Improvement Office	MPRO
Labor Relations Branch	MPL
Director, Personnel Procurement Division	MR
Administration Personnel Branch	MRAP
Fiscal/Logistics Branch	MRFL
Marketing Branch	MRM
Operations Branch	MRR
Enlisted Recruiting Operations Section	MRRE

ENCLOSURE (1)

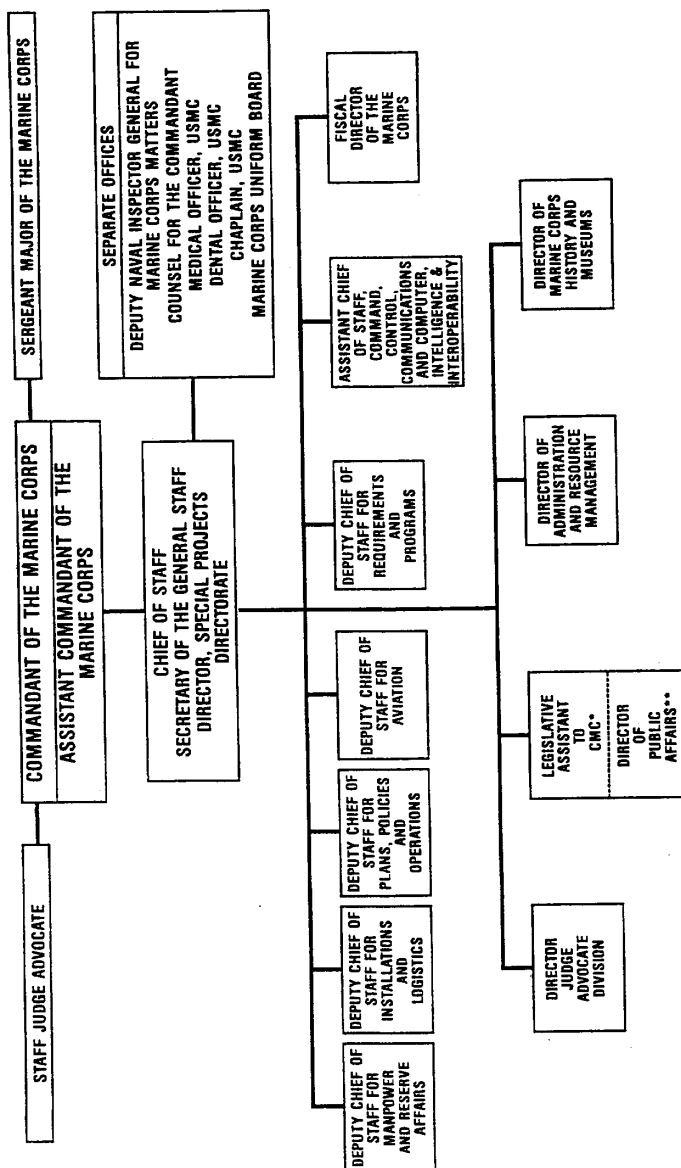
<u>Staff Office</u>	<u>Code</u>
Officer Procurement Branch	MRRO
Enlisted Accessions Procurement Unit	MRRO-1
Reserve Officers Procurement Unit	MRRO-2
Special Officer Programs	MRRO-3
Appointment Unit	MRRO-5
Regular Officers Procurement Unit	MRRO-6
Plans, Analysis and Systems Section	MRRP
Training Section	MRRT
 <u>Director, Morale, Welfare and Recreation Support</u> <u>(Quantico)</u>	
Administrative Support Branch	MW
Employee Benefits Branch	MWA
Construction Support Branch	MWB
Recreation Operations Branch	MWC
Financial Management Support Branch	MWD
Food and Hospitality Operations Branch	MWF
Management Information Systems Support Branch	MWI
Marketing Support Branch	MWI
Human Resources Branch	MWM
Services Operations Branch	MWP
Retail Operations Branch	MWS
Management Analysis and Control Branch	MWX
	MWZ
 <u>Permanent Marine Corps Uniform Board</u>	MCUB
 <u>The Medical Officer, U.S. Marine Corps</u>	MED
 <u>Office of the Legislative Assistant to the</u> <u>Commandant and Director of Public Affairs</u>	OLA/PA
Office of the Legislative Assistant to the Commandant	OLA
Community Relations Branch	OLA-PAC
Director of Public Affairs	PA
Administrative Branch	PAA
Marine Band Branch	PAB
Media Branch	PAM
Plans and Policies Branch	PAP
 <u>Deputy Chief of Staff for Plans, Policies and</u> <u>Operations</u>	P
Director, Plans Division	PL
Deputy Director	PL-1
Joint Strategy and Planning Division	PL-2
Eastern Regional Branch	PL-3
Western Regional Branch	PL-4

ENCLOSURE (1)

<u>Staff Office</u>	<u>Code</u>
Services Plans and Policies Branch	PL-5
Strategic Initiatives Branch	PL-6
Tactical Space Planning Branch	PL-7
Joint Strategic Branch	PL-10
Director, Operations Division	PO
Deputy Director	PO-1
Current Operations/Readiness Branch	POC
Operations and Exercise Section	POC-10
Marine Corps Command Center	POC-20
Readiness/WWMCCS	POC-30
Warfighting Requirements Branch	POR
Amphibious Warfighting Section	POR-10
Program and Force Structure Analysis Section	POR-20
Administrative Section	POR-30
Security Branch	POS
Administrative Section	POS-10
Marine Security Guards Section	POS-20
Marine Corps/Security Forces Section	POS-30
Law Enforcement/Physical Security/ Terrorism/Counteraction Section	POS-40
Special Operations and Low Intensity Conflicts Branch	SO/LIC
<u>The Chaplin, U.S. Marine Corps</u>	REL
<u>Deputy Chief of Staff for Requirements and Programs</u>	RP
Assistant Deputy Chief of Staff for Requirements and Programs	RP-1
Information Support Branch	RPI
Program Development and Coordination Branch	RPP
Requirements Programming and Evaluation Branch	RPR

ENCLOSURE (1)

MCO 5216.9T
26 Jun 89



*DEPUTY CHIEF OF LEGISLATIVE AFFAIRS FOR MARINE CORPS MATTERS (SECNAV)

**DEPUTY CHIEF OF INFORMATION FOR MARINE CORPS MATTERS (SECNAV)

ENCLOSURE (2)

ENCLOSURE (2)

ALPHABETICAL CODE CROSS-REFERENCE LISTING

<u>Old Code</u>	<u>New Code</u>
ACMC	ACMC/CS
HQS	AR
HQS-1	AR-2
HQS-2	AR-3
HQS-6	AR-4
HQSA	ARA
HQSA-1	ARAA
HQSA-2	ARAB
HQSA-3	ARAC
HQSA-4	ARAD
HQSC	ARB
HQSG	ARC
HQSG-1	ARCA
HQSG-2/3	ARCB
HQSG-4	ARCC
HQSO	ARD
HQSO-1	ARDA
HQSP-5	ARDB
HQSO-3	ARDC
HQSP	ARE
HQSP-1	AREA
HQSP-2	AREB
HQSP-3	AREC
HQSR	ARF
HQSR-1/2	ARFA
HQSR-3	ARFB
HQSR-4	ARFC
HQSR-5	ARFD
HQSS	ARG
HQSV	ARH
HQSO-2	ARI
CC/INT (Combined)	C4I2
CCTO	CCT-61
CCTR	CCT-62
CCTS	CCT-63
CLA/CLD	CL
HDM-1	HDM-11
HDM-2	HDM-14
HDM-3	HDM-2

ENCLOSURE (3)

ALPHABETICAL CODE CROSS-REFERENCE LISTING

<u>Old Code</u>	<u>New Code</u>
IG	IGMC
LA	L-1
LA-1	L-1A
LA-2	L-1B
LA-3	L-1C
LLF	LCA
LLF-2	LCB
LPL	LPM
LPL-1	LPO-3
LPX	LPO-2
LLS	LPS
LLS-2	LPS-2
LLS-3	LPS-3
M/RES (Combined)	M&RA
MHD	MHH
MHE	MHO
MPI	MI
MPI-10	MI-2
MPI-70	MID
MPI-50	MIF
MPI-40	MIS
MMPE-5	MM-5
MPA-10	MP-10
MPA-20	MP-20
MPC-1	MPC-10
RESO	MO
RES	M&RA, RA
MS	MW
MSA	MWA
MSS	MWC
MSR	MWD
MSF	MWF
MSC	MWH
MSI	MWI
MSM	MWM
LFE	MWX
PA/OLA (Combined)	OLA
PAC	OLA-PAC
POG	POR
RPA	RPI

ENCLOSURE (3)